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OUTLINE

BRIEFING - MR. JOSEPH WINSLOW

22 MAY 1968

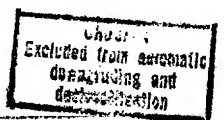
I. INTRODUCTION

- A. Appreciate opportunity to discuss our position classification system -- your taking the time to make it possible.
- B. Your working paper --
 - 1. Does system meet needs?
 - 2. Standards.
 - 3. Maintenance of system.
 - 4. Management participation.
 - 5. Use as management tool.
 - 6. Appeals.
 - 7. Recommended improvements.
- C. Comm. Report -- December 1967 --
 - "... proper job classification is essential to" --
 - 1. Recruitment of qualified employees.
 - 2. Establishment of meaningful training.
 - 3. Selection of qualified employees for promotion.
 - 4. Payment of fair salaries.
- D. Assume these four are essentially the "need" of your first point.
- E. Hope to respond in the course of discussion.

II. LEGAL

CIA Act of 1949, as amended

- A. DCI authority -- Section 8. [Formerly Section 10] (a) Notwithstanding any other provision of law, sums made available to the Agency by appropriation or otherwise may be expended for purposes necessary to carry out its function, including--



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- (1) personal services, including personal services without
* regard to limitations on types of persons to be employed,
- B. Hope any new legislation would continue except CIA.
- C. Present system presents no particular problems -- may have a
couple observations to make later.

III. THE AGENCY SYSTEM

- A. Career Service System based and controlled by a framework of
allocated positions

(In between classified service and foreign service)

- 1. Permits underslotting and overslotting-controlled conditions.
- 2. Competitive promotions and training assignments.
- B. Management participation -- close and continuous -- organizational
structuring and Career Service management.
- C. Classification techniques.
 - 1. Evaluation and comparison with standards - internal and CSC.
 - 2. Comparison with other jobs - outside Agency.
 - 3. Internal ranking.
- D. Maintenance
 - 1. Continuing review of T/O's - annually or more often.
 - 2. Surveys.
 - 3. Individual audits.
- E. Occupational coding - Based on CSC - Finer adaptations.

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- F. Supergrade evaluation. *PERSONAL APPROVAL DCI*
 - 1. Ranking.
 - 2. Comparison.
- G. Scientific and Professional Schedule.
 - 1. Based on P.L. 313 System.
 - 2. Pay rates - GS-16-17-18 range.
- H. Special Rate System.
 - 1. Conformance to CSC rates.
 - 2. Special situations - Photogrammetrists.
- I. Pay System of Classification Act.
 - 1. Rates applied uniformly.
 - 2. Step rate system.
 - 3. Quality step increases.
 - 4. Saved rates. Salary retention.
- J. Use as management tool.
 - 1. Inherent in Career System.
 - Competitive
 - Promotions -- CSGA
 - 2. Average grade control.
 - 3. Review of organizations to reduce unneeded jobs when upgradings considered - compensation.
 - 4. Job information and advice to management on need for jobs and staffing.

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IV. Problems with the Classification Act.

A. Advanced Pay positions.

(sometimes does not move swiftly enough)

Alternative - Wage classification approach - not very acceptable.

B. Difficulty in CSC keeping standards up to date and understandable

(might try bench mark positions)

V. Conclusions.

A. Basic system probably as good as any.

B. With our flexibility no serious problem as long as pay is kept
up to date.

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